



Section 9 - Concurrent and Long-term Planning

Standard 9.1

Concurrent Planning for Children and Youth

Concurrent Planning is a planning process used for children and youth accessing services through a **Plan of Care Agreement (POCA) out-of-the-home and Temporary Custody Order (TCO)**. Concurrent Planning occurs in addition to and alongside the case planning process (i.e., POCA case plan and TCO Case plan report) and is the alternate plan that is proposed if reunification between parent(s)/care provider(s)/caregiver(s) and child or youth is not possible within the legislated timelines outlined in the *Child and Family Services Act (CFSA)*.

REFERENCE

Federal Government's Act respecting First Nations, Inuit and Métis children, Youth and Families

Child and Family Services Act (CFSA) Section 19(7); Section 28 (1.1)

Child and Family Services Standard 3.3 Plan of Care Agreement

Child and Family Services Standard 5.3 Case Plan Report

Child and Family Services Standard 5.10 Temporary Custody Order

Child and Family Services Standard 6.12 Case Review

Child and Family Services Standard 7.1 Placement Priorities for Children and Youth

Child and Family Services Standard 10.15 Commitment to Indigenous children, youth and families

Child and Family Services Standard 10.16 Requirement to provide Notice before taking a Significant Measure in relation to an Indigenous child or youth

PURPOSE

- Concurrent Planning must support the best interests of the child/youth
- Concurrent Planning ensures the exploration of all identified family and community members as possible supports and placement for the child/youth and includes the child/youth's fundamental right to maintaining connection to their family, community, and culture by incorporating efforts to engage the Applicable Aboriginal Organization (AAO), Indigenous Governing Body (IGB), or other cultural organizations.
- The main purpose of concurrent planning is to develop a plan to promote the child/youth's

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS



Section 9 - Concurrent and Long-term Planning

Standard 9.1

attachment and emotional ties to family members when they are separated from their parent(s)/care provider(s)/caregiver(s). This must be done at the onset of any intervention and at any point in time an out of home or regular foster home placement required.

- Planning needs to be inclusive of meaningful and appropriate visitation and access between the child/youth and their parent(s)/care provider(s)/caregiver(s). As well, planning must define the role of the foster caregiver in promoting attachment and emotional ties through supporting ongoing communication with family members.

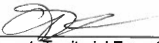
PROCEDURES

Responsibilities

Child Protection Worker/Designate:

- As a part of the Concurrent Planning process, arrange a Plan of Care Committee Meeting to develop the **Plan of Care Agreement (POCA) out-of-the-home and Case Plan** OR arrange a case planning meeting to develop the **TCO Case Plan Report** with key individuals who have care and interest in the child/youth's wellbeing (*for the purpose of this Standard, the term "Case Plan" will refer to both documents highlighted above*).
- The **Case Plan** should be developed in accordance with the timeline for completing an investigation and establishing a POCA out-of-the-home or timeline associated with applying for or extending a TCO.
- Consider the individuals listed below as potential participants of the Plan of Care Committee OR in the development of a TCO Case Plan Report. The invitation of individuals other than the child/youth and their parent(s)/care provider(s)/caregiver(s) should only be extended with the consent of the parent(s)/care provider(s)/caregiver(s) and their presence should be in the best interest of the child/youth.
 - Supervisor/Manager;
 - Child or youth(as developmentally appropriate; and/or in a manner that is responsive to their developmental understanding);
 - Parent(s)/care provider(s)/caregiver(s);
 - Extended family or close friends of the family;
 - Proposed caregiver(s);
 - Foster caregiver(s) or residential staff person(s);
 - Indigenous Governing Body(s) (per Notice of Significant Measure)
 - Applicable Aboriginal organization;
 - Other cultural organizations;

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS



Section 9 - Concurrent and Long-term Planning

Standard 9.1

- Other individuals or service providers identified as a support to the family.
- If the child/youth belongs to an IGB, provide notice of any significant measures to the IGB and parent(s)/care provider(s) as per **Standard 10.16 Requirement to Provide Notice Before Taking a Significant Measure in Relation to an Indigenous Child or Youth**. Use **Form 10.16.1 Notice of Significant Measure to Parent, Care Provider and Indigenous Governing Body** to provide this notice.
- Following notice of a Significant Measure, the IGB should be encouraged to support the child/youth by participating in the Concurrent Case Planning process, including the identification of placement options.
- If not a member of an IGB, encourage the child/youth and family to reach out to their AAO or other cultural organization for support throughout the Concurrent Planning process. **Form 10.15.1 Invitation to Participate in Case Planning Process for Child/Youth/Young Person (Non-Significant Measure)** can be used to invite a representative to participate in the development of a Case Plan if the parent(s)/care provider(s)/caregiver(s) consents.
- Ensure the **Case Plan** that is developed for the child or youth meets the criteria for the best interests of the child/youth as outlined in **Standard 10.15 Commitment to Indigenous Children, Youth and Families**.
- For any out-of-home placement, ensure adherence to procedures established in **Standard 7.1 Placement Priorities**.
- Collaborate and engage with Indigenous communities on programs and services for the child/youth as part of the Concurrent Planning process. This collaboration/engagement can, and should, extend past any opportunities identified under the *Federal Act* or *CFSA* as they pertain to supporting children, youth, and families.
- Consult with the Supervisor/Manager throughout the development of the **Case Plan**.
- Place a copy of the approved **Case Plan** on the child /youth's hard file and in MatrixNT as well as provide a copy of the documents to the following individuals:
 - the child/youth (if developmentally appropriate);
 - parent(s)/care provider(s)/caregiver(s);
 - Indigenous Governing Body (IGB), and
 - Applicable Aboriginal organization/other cultural organization (by consent of the parent(s)/care provider(s)/caregiver(s)).

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS



Section 9 - Concurrent and Long-term Planning

Standard 9.1

- Document all related actions and decisions in MatrixNT and place a copy of the **Case Note** on the child/youth's hard file.
- Upon signing the POCA out-of-the home Agreement or obtaining a TCO, ensure **Form 9.1.3 Genogram** is completed for the child or youth. Refer to **Tool 9.1.1 Genogram Code Key** as needed.
 - Aim to gather information about at least three generations: the young person's generation, their parents and their grandparents.
 - Include significant others who lived with or cared for the family.
 - Start with drawing the family structure, who is in the family, in which generations, how they are connected, birth/marriage, deaths etc.
 - You may ask them to tell you a bit about each person and how they offer support to the child/youth or family.
 - As the young person tells you about family members and relationships, make a note alongside the name.
 - Ask about relationships between family members.
 - Ask about family values, beliefs and traditions.
 - Try to explore patterns and themes.
- Three (3) months from the time the **Case Plan** is in place (or from the day an out-of-home placement was required), **Form 9.1.2 Cultural Support Plan** for each child/youth who is placed out of the family home must be completed. Information collected from the **Genogram Form 9.1.3** should help to inform the development of **Form 9.1.2 Cultural Support Plan**. The **Cultural Support Plan** must detail the child/youth's cultural, linguistic, religious, and spiritual upbringing and heritage. Short-term and long-term opportunities for the child/youth to maintain and/or strengthen connection to their culture throughout childhood and adulthood must be considered.
- Place a copy of **Form 9.1.2 Cultural Support Plan** on the child/youth's hard file and in MatrixNT as well as provide a copy of the documents to the following individuals:
 - the child or youth (if developmentally appropriate);
 - parent(s)/care provider(s)/caregiver(s); and
 - AAO or IGB or other cultural organization (by consent of the parent(s)/care provider(s)/caregiver(s)).

Review of the Concurrent Plan:

- Review the **Case Plan** every **three (3) months** as outlined in **Standard 6.12 Case Review**. The

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS



Section 9 - Concurrent and Long-term Planning

Standard 9.1

review should involve the individuals from the initial planning meeting and focus on improving supports and/or exploring other Concurrent Planning options.

- If a child/youth is not placed with their parent(s)/care provider(s)/caregiver(s) or other family members, seek and secure placement with family as per **Standard 7.1 Placement Priorities for Children and Youth**. Every effort should be made to promote the child's attachment and emotional ties with their family, community, and culture.
- Update the **Cultural Support Plan** as required (ie. new information is obtained).
- Inform the Supervisor/Manager if there are no changes to the **Case Plan** and document the decision in MatrixNT as a **Case Note** indicating that the **Case Review** was completed. The **Case Review** form should also be uploaded to MatrixNT and placed on the child/youth's hard file.
 - If there are changes to the **Case Plan**, the Child Protection Worker will forward the amended documents to the Supervisor/Manager for review and approval.
 - Complete **Form 3.3.2 Modification of a Plan of Care Agreement form** for changes to a POCA out of the home.
 - The Child Protection Worker/Designate will place a copy of the approved **Case Plan** on the child/youth's hard file and in MatrixNT as well as provide a copy of the documents to those involved in the planning process.
 - The Child Protection Worker/Designate will document all related actions and decisions in MatrixNT and place a copy of the **Case Note** on the child/youth's file.

Supervisor/Manager:

- Consult with the Child Protection Worker/Designate throughout the Concurrent Planning process.
- Review the draft **Case Plan** and discuss this with the Child Protection Worker/Designate to ensure it is in the best interests of the child/youth. The Supervisor/Manager will also request Child Protection Worker/Designate document any decision in MatrixNT as a **Case Note**.
- If approved, provide Supervisor/Manager signature on document. Provide the approved **Case Plan** to the Child Protection Worker/Designate and ensure these are appropriately documented on MatrixNT and the hard file.

NTHSSA Deputy Director of Practice (DDP):

- Offer consultative support on Concurrent Planning Process as required.

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS



Section 9 - Concurrent and Long-term Planning

Standard 9.1

- Ensure that all Supervisors/Managers are aware of and inform the Child Protection Worker/Designate of the importance of the Federal Government's *Act respecting First Nations, Inuit and Métis children, youth and families* and its importance to practice.
- Conduct quarterly reviews to ensure compliance to the procedures within this Standard and report to the Departmental Director/ Deputy Director as requested.

DHSS Director of Child and Family Services or Deputy Director:

- Receive Quality Reviews from the Deputy Director of Practice or Designate.
- Audit compliance related to this Standard per the audit cycle or more frequently as required.

FORMS

- Form 3.3.1 Plan of Care Agreement
- Form 3.3.2 Modification of a Plan of Care Agreement
- Form 5.3.1 Case Plan Report
- Form 6.12.1 Case Review
- Form 9.1.2 Cultural Support Plan
- Form 9.1.3 Genogram
- Form 10.15.1 Invitation to Participate in Case Planning Process for Child/Youth/Young Person
- Form 10.16.1 Notice of Significant Measure to Parent(s), Care Provider(s) and Indigenous Governing Body

TOOLS

- Tool 6.12.1 Case Plan Evaluation and Assessment
- Tool 9.1.1 Genogram Code Key
- Tool 10.16.1 Notice of Significant Measures Notice Flowchart
- Tool 10.16.2 Significant Measures Notice Schedule
- Tool 10.16.3 Notice to Parent and Care Provider Brochure
- Tool 10.16.5 Plan of Care Agreement (out of the home) Indigenous Governing Body Flowchart

Date: December 14th, 2020


Colette Prevost, Territorial Executive Director, CFS